

DOCUMENTS CROSS-REFERENCED
ATTACHED:

DI Pers 84-3844
GGC 84-03716
DDA 84-31530/1
DDA 85-0225

6/14

Ex Div

Jim -

re attached:

David knows how far along

This is (regarding your need to
approved ASAP), or whether it
can / should be deferred until

you (? EXCOM?) review results

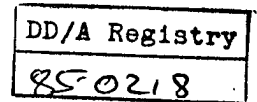
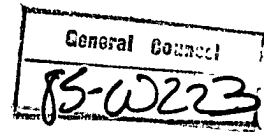
of special study you emphasized

Jay

Page Denied

Next 3 Page(s) In Document Denied

ADMINISTRATIVE - INTERNAL USE ONLY



JAN 15 1985

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration
General Counsel

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Special Pay Schedule for Legal Secretaries

REFERENCE: A. Memo for DDCI fm D/OP, dtd 23 Oct 84,
Subject: Same
B. Memo for D/OP fm ExDir, dtd 6 Nov 84,
Subject: Proposed Special Pay Scale
for Legal Secretaries

1. As promised, we have done some additional homework on the legal secretarial issue and I believe we have come up with a course of action which will take time, but which will answer your concerns over an unwarranted windfall coming to people currently assigned to the Office of General Counsel (OGC).

2. Although the National Association of Legal Secretaries (NALS) would not agree to waiving the five-year experience requirement for certification testing, they are providing us with a package of sample tests and study guides. With this data as a base, OGC and the Office of Training and Education (OTE) are working to develop an Agency Professional Legal Secretarial Program. The program, as OGC now envisions it, would require OGC secretaries to participate in a five-year study program which will be developed by OTE working with OGC. During the program, participants will be required to pass annual examinations in order to remain in or move within the Legal Secretarial Schedule. Failure to participate in the study program or to pass the annual examinations will result in the individual reverting to the Agency-wide General Schedule.

3. Adoption of the certification program as a prerequisite for payment from the Legal Secretarial Schedule will make our requirements more stringent than those of the private sector. Salary rates reflected in the Washington Personnel Association Survey are for personnel performing legal secretarial duties, not necessarily for being certified by NALS. Therefore, adoption of our program should answer any concerns over the legitimacy of our special rate program.

ADMINISTRATIVE - INTERNAL USE ONLY



SUBJECT: Proposed Special Pay Scale for Legal Secretaries

4. OTE and OGC estimate that we can develop an Agency Legal Secretarial Certification Program by Summer 1985. We recommend that the special pay schedule be approved in concept, with implementation of the schedule deferred until the formal certification program is in place. Since there is much to do to develop the certification program, we should have approval of the concept before OTE and OGC proceed further.

Robert W. Magee

Robert W. Magee

CONCUR:

STANLEY SPORKIN

General Counsel

17 JAN 1985

Date

STAT

[Redacted Signature]

Deputy Director for Administration

18 JAN 1985

Date

STAT

[Redacted Signature]

Executive Director

25 JAN 1985

Date

SUBJECT: Special Pay Schedule for Legal Secretaries

STAT OP/PMCD/C&CPB (9 Jan 85)

DISTRIBUTION:

Original - Addressee (w/refs) (To be returned to
OP for official file)

- 1 - ER (w/refs)
- 2 - DDA (wo/refs)
- 1 - GC (wo/refs)
- 1 - D/OP (wo/refs)
- 1 - DD/PA&E (wo/refs)
- 1 - PMCD (wo/refs)

STAT
STAT

STAT

Page Denied

Next 4 Page(s) In Document Denied

STAT

STAT

STAT

LEGAL TIMES

CLASSIFIED

**LEGAL TIMES
CLASSIFIED RATES
(202) 797-9600**

\$30.00 per insertion for the first 40 words.

.60 per additional word.

\$7.00 for LT Box number.

DEADLINE:

For each issue, ads must be received the Wednesday prior to the Monday publication date.

To respond to a box number, please address your envelope to Box LT ____ C/O LEGAL TIMES CLASSIFIED ADVERTISING, 1666 CONNECTICUT AVE., N.W., WASHINGTON, D.C. 20009.

Legal Times regrets that it cannot return or forward any response whose box number is incorrect or incomplete.

FOR INFORMATION on placing CLASSIFIEDS, call Linda Waterbury (202) 797-9600

or write:

1666 Connecticut Ave., N.W.
Washington, D.C. 20009

PARALEGALS

WANTED

Paralegal with experience in tax and probate. Send resumes to LT Box 9-3-2020.

PARALEGAL

Public Utility consumer oriented law office with extensive litigation. \$21k-\$27k. SF171 and resume to: D.C. People's Counsel, 1012 14th St., N.W., No. 303, Washington, D.C. 20005.

**PARALEGAL &
LEGAL SECRETARY**

Northern Virginia law firm has open-

**LEGAL
SECRETARIES**

If you are seeking diversity, professional challenge, and the satisfaction that comes from doing work of importance to our nation, consider a career with the Central Intelligence Agency.

We have career opportunities available for skilled Legal Secretaries who have 60 wpm typing, 80 wpm shorthand, and word processing skills (preferably Wang experience). Positions require U.S. citizenship (both self and dependents) and the ability to meet our strict security and medical requirements. One to three years

experience with a law firm is desired.

The CIA offers opportunity for career growth, and a convenient Northern Virginia location. Salaries range from \$15,500 to \$20,000, depending on qualifications, and are complemented with an attractive benefits package. Part-time applications will be accepted.

To apply, send your resume to:

Personnel Representative
Dept S, Room 4N20 (A69)
P.O. Box 1925
Washington, D.C.
20013



Central Intelligence Agency

The CIA is an equal opportunity employer.

**LEGAL ASSISTANT/
LEGISLATIVE ANALYST**

International trade practice of major D.C. law firm seeks bright, energetic legal assistant/legislative analyst for monitoring and reporting congressional developments. Hill experience preferred. Solid writing and verbal skills a must. Reply to LT Box 9-3-2019.

PARALEGAL

Growing communications law firm needs experienced litigation paralegal. FCC background not essential, but trial preparation experience is a prerequisite. Please respond to LT Box 9-10-2075.

BOOKKEEPER/ACCOUNTANT

Northern Virginia investment banking firm seeks individual with bookkeeping and accounting background (education and experience) to be responsible for all internal accounting functions. Position includes: on-going management of cash investments, voicing and monitoring payments client accounts, oversight/management of account activities, interfacing with auditors. The successful candidate will conduct the payroll, budget analysis, and account reporting (i.e., balance sheet and profit and loss statements) functions on an in-house microcomputer. The successful candidate will also be expected to grow into the role of tax adviser/consultant on our tax oriented transactions. To start by October 1, 1984. Salary in the low to mid \$10,000's. Send resume to: LT Box 9-3-2020.

Comparison of Agency and Private Sector Salaries
for Legal Secretaries and Other Categories of Secretaries
(Thousands of Dollars)

| | <u>Agency</u> | <u>Private Sector Average</u> | <u>Private Sector Upper 25%</u> | <u>Private Sector Upper 10%</u> |
|----------------------------------|----------------|---|-------------------------------------|-------------------------------------|
| Legal Secretaries | \$19.5 (GS-07) | All Firms \$19.3 Prof Services 19.8 High-Tech 16.5 Local Govt 18.6 | \$21.5 22.8 16.8 20.3 | \$22.8 23.4 16.9 22.3 |
| Senior Secretaries (nonlegal) | \$21.6 (GS-08) | All Firms \$18.4 Prof Services 17.7 High-Tech 18.3 Local Govt 18.7 | \$20.5 18.7 20.4 20.7 | \$22.6 21.1 21.7 21.5 |

Source: Washington Personnel Association Salary Survey, 1984

LEGAL SECRETARIAL SCHEDULE (GSW)

| | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> | <u>7</u> | <u>8</u> | <u>9</u> | <u>10</u> | <u>In-Step Increase</u> |
|--------|----------|----------|----------|----------|----------|----------|----------|----------|----------|-----------|-----------------------------|
| GSW-04 | 14497 | 14911 | 15325 | 15739 | 16153 | 16567 | 16981 | 17395 | 17809 | 18223 | 414 |
| GSW-05 | 16218 | 16681 | 17144 | 17607 | 18070 | 18533 | 18996 | 19459 | 19922 | 20385 | 463 |
| GSW-06 | 18082 | 18599 | 19116 | 19633 | 20150 | 20667 | 21184 | 21701 | 22218 | 22735 | 517 |
| GSW-07 | 20091 | 20665 | 21239 | 21813 | 22387 | 22961 | 23535 | 24109 | 24683 | 25257 | 574 |
| GSW-08 | 20345 | 20981 | 21617 | 22253 | 22889 | 23525 | 24161 | 24797 | 25433 | 26069 | 636 |

Corresponding General Schedule Rate:

GSW-04/1 = GS-04/6
GSW-05/1 = GS-05/6
GSW-06/1 = GS-06/6
GSW-07/1 = GS-07/6
GSW-08/1 = GS-08/3

Coverage: 0918.01 - Legal Secretary

Placement on this schedule at the GSW-05 level or above requires at least one year of legal secretarial work at the grade level for which appointment consideration is being given (or equivalent private sector experience).

Eligibility and Conversion Criteria
for Legal Secretarial Schedule

1. Pass specific Agency typing test at 60 wpm.
2. Pass Agency stenography test.
3. For appointment at GSW-05 or above, completion of at least two years of fully satisfactory legal secretarial work for an attorney. Experience must have been at a level equivalent to the grade for which consideration is being given.
4. Must be actively pursuing certification as a professional legal secretary from time of EOD in OGC. By the end of the sixth year of experience as a legal secretary, or the end of the fourth year on the GSW schedule, whichever is less, the employee must have achieved certification by the National Association of Legal Secretaries. If five years or more of legal secretarial experience have been completed prior to EOD in the OGC, the certification period may be extended to the end of the first year in OGC. If certification is not achieved in this time, the employee will be returned to the General Schedule at the previous grade and at the step which would have been attained had the employee remained on the General Schedule. An employee hired directly into OGC on the legal secretarial schedule will be converted to the General Schedule at the grade level for which the employee would have qualified under the Agency Clerical Hiring Standards, and at the step which would have been attained had the employee entered on duty as a General Schedule employee.
5. Employees who transfer to nonlegal secretarial positions are not entitled to retain their special pay rate. Such employees will be placed on the General Schedule using the procedures outlined in paragraph 4 above.
6. Employees will be converted to the legal secretarial schedule according to the following procedures:
 - a. The employee's current GS salary is increased by two steps within the current GS grade level.
 - b. Using the salary level established in subparagraph a. above, the employee's new grade will be set one level below the current GS grade at the step nearest to, but not less than, the salary defined in subparagraph a. above.

- c. Placement on the new schedule is to be accomplished as a pay adjustment, and will not change the date of the last equivalent increase.
 - d. An employee whose rate of pay (established in subparagraph a. above) cannot be matched in the next lower grade will be placed in step 00 of the lower grade at the salary level determined above.
7. On completion of 18 months of fully satisfactory performance after conversion to the legal secretarial schedule, employees converted under the procedure established above will be eligible for consideration for promotion to the next higher grade, provided they are assigned to a position with headroom.

SECRET

84-3153/1

84-3467

5:08 PM -- 6 November 1984

Note To: Robert W. Magee

From:

Subject: Proposed Special Pay Scale for Legal Secretaries

STAT
Bob,

Following much reflection and analytical wrestling with myself, I conclude that we need to do some more work on the proposed special pay scale for the legal secretaries. I accept the notion that we pay legal secretaries a good deal less than they could earn on the outside and I accept the notion that we should do something to increase their compensation. The Professional Legal Secretary certification program seems to me a way to decide who should get this extra compensation. I am troubled, though, that the only requirement for those secretaries now serving in the OGC is that they must have been with OGC for a couple of years. Could we live with a proposal that the special pay scale only takes effect after formal certification by the PLS program?

To sum it all up, I'm concerned that we are giving certain people a windfall when they haven't done much to earn it.

CC: Harry E. Fitzwater

SECRET

11/27/84

Jim,

We will do further research on the matter. This will involve some checking outside the Agency so we will need a little more time. We will move smartly. Keep the faith.

Bob

*Aim message to EXDIR
from D/Pers*